

## COURSE INFORMATION

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<b>Program name:</b>	Executive Diploma In Retail Business Management		
<b>Course code:</b>	FRSS 1463	<b>Academic Session/Semester:</b>	2021/2022-2
<b>Course name:</b>	Introduction to Facility Management	<b>Pre/co requisite (course name and code, if applicable):</b>	
<b>Credit hours:</b>	3		

<b>Prepared by:</b>  Name: Sr. Dr. Siti Uzairiah Binti Mohd Tobi Signature: <i>Siti Uzairiah</i> Date: 15 <sup>th</sup> Sept 2020	<b>Certified by:</b>  Name: Signature: Date:
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<b>Course synopsis</b>	This course exposes students to the fundamentals of facility management. This course also stress on the efficient management of assets including managing facilities such engineering structures and complex buildings. In this course students will have opportunity to develop and undertake an integrated research project.			
<b>Course coordinator (if applicable)</b>	Sr. Dr. Siti Uzairiah Binti Mohd Tobi			
<b>Course lecturer(s)</b>	<b>Name</b>	<b>Office</b>	<b>Contact no.</b>	<b>E-mail</b>
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**Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:**

No.	CLO*	PLO (Code)	Taxonomies and generic skills	T&L methods	Assessment methods
CLO 1	Use knowledge in facility management and explain the concept of the discipline.	PLO1, PLO3	C2 P3, CTPS 3	Lecture, active learning, discussion	Quiz (15%)
CLO 2	Explain related regulations and management system regarding to facility management	PLO4	P3, CS 1	Lecture, active learning, discussion	Test (15%), PMA (5%)
CLO 3	Identify the elements in facility management and their role.	PLO1	C2	Lecture, active learning, discussion	Group Asg Report (10%), PMA (20%)
CLO 4	Discuss facility management issues internationally and locally	PLO3	P3, CTPS 3	Lecture, active learning, discussion	Group Asg Report (5%) Presentation (5%)
CLO 5	Differentiate core business and support service in facility management	PLO8	P3 KK2	Independent learning, guided learning	PMA (25%)
PMA – Post Module Assessment					

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**Details on Innovative T&L practices:**

No.	Type	Implementation
1.	Teaching-learning strategy	Conducted through lectures, exercise, group discussions and self-study
2.	Assessment strategy	Test and Post-Course Assignment (PMA)

**Weekly Schedule:**

Week 1-3	<b>Definition and Concept of Facilities Management</b> <ul style="list-style-type: none"> <li>• Definition of Facilities Management</li> <li>• Concept of Facilities Management</li> <li>• Different Disciplines of Facilities Management</li> <li>• Changing Nature of Facility Management</li> <li>• Facilities Management in Local and Global Context</li> <li>• Facilities Management Issues and Challenges</li> </ul>
Week 4	<b>Quiz</b>
Week 5-6	<b>Facility Diversity</b> <ul style="list-style-type: none"> <li>• Definition and example of Stake Holder</li> <li>• Building Users : Owners, Operators and Customer</li> <li>• Drivers of Facilities Management</li> <li>• Facilities Sectors</li> <li>• Drivers of Facilities Management</li> <li>• Facilities Management related regulation</li> </ul>
Week 7	<b>Test</b>
<b>Week 8</b>	<b>Mid-Semester Break</b>
Week 9-11	<b>Support Services in Facilities Management</b> <ul style="list-style-type: none"> <li>• Diversity of Support Services</li> <li>• Provision of Support Services</li> <li>• Facility Management and Support Services</li> <li>• Contracting Out Vs Outsource</li> </ul>
Week 12-13	<b>Ergonomic</b> <ul style="list-style-type: none"> <li>• Definition of ergonomic</li> <li>• The nature of ergonomic</li> <li>• Applied Ergonomic</li> <li>• Sick Building Syndrome</li> </ul>
Week 14	<b>Case Study and Presentation</b>

**Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):**

Problem Solving Effective Communication Entrepreneurship Skills
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**Student learning time (SLT) details:**

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Distribution of student Learning Time (SLT) Course content outline					Teaching and Learning Activities		TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	L	T	P	O			
CLO 1	3h			1h	10h	10h	24h
CLO 2	3h		1h		5h	8h	17h
CLO 3	3h		1h	1h	9h	12h	26h
CLO 4	2h			1h	6h	10h	19h
CLO 5	2h		2h	1h	9h	10h	24h
Total SLT	13h		4h	4h	39h	50h	<b>110h</b>

Continuous Assessment		PLO (Code)	Percentage	Total SLT
1	Quiz	PLO1, PLO3	15	As in CLO1 15m
2	Test	PLO4	15	As in CLO2 15m
3	Group Assignment Report	PLO1, PLO3	15	As in CLO3 15m
4	Presentation	PLO3	5	As in CLO4 5m
Final Assessment			Percentage	Total SLT
1	Post Module Assessment (PMA)	PLO1, PLO4, PLO8	50	<b>10h</b>
<b>Grand Total</b>			<b>100</b>	<b>120h</b>

L: Lecture, T: Tutorial, P: Practical, O: Others

**Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):**

Nil

**Learning resources:**

**Text book (if applicable)**  
Nil  
**Main references**

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1. Brian Atkin, Adrian Brooks (2015), Total Facility Management, 4<sup>th</sup> Edition, Wiley Blackwell.
2. Peter Barret, David Baldry (2003), Facilities Management, Towards best practice, 2<sup>nd</sup> Edition, Wiley Blackwell.
3. David G. Cotts, Kathy O. Roper, Richard P. Payant (2009), The Facility Management Handbook. 3<sup>rd</sup> Edition, AMACOM.
4. Michel Theriault (2010), Managing Facilities & Real Estate, WoodStone Press

**Additional references**

Steven Ee (2015), Value-Based Facilities Management, Candid Creation Publishing.

**Academic honesty and plagiarism: (Below is just a sample)**

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)  
 Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

**Other additional information (Course policy, any specific instruction etc.):**

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